GRANTS MANAGEMENT ENTERPRISE (GME) HANDBOOK

FOR LOCAL EDUCATIONAL AGENCIES (LEAS)

Table of Contents

Appendices

General Statement of Assurance

General Statement of Assurance

The General Statement of Assurance (GSA) guarantees accountability to the United States (federal) and the State of Arizona (state) by the recipients of federal and state assistance grants. (see Appendix A Sample). All of the following apply —

- A document required to receive federal and state funding for projects/grants administered by the Arizona Department of Education (ADE).

- Submitted annually; to be returned by the LEA to the ADE by May 31st; a reminder email is issued in March.

- Must be signed by the LEA's authorized representative(s).

    ◊ Individual(s) with authority to sign for the entity they represent.

- Common Logon User ID (Common Logon is a security portal to ADE web applications.)

    ◊ The username and password are required to access the secure Grants Management applications.

    ◊ The User ID is issued by the ADE Support Center upon receipt of the General Statement of Assurance.

    ◊ Each authorized agent will receive a separate User ID.

    ◊ Remains the same unless the user changes the password.

- Available as a download from the Grants Management website or in email format.

Audit Requirements

- Entities expending $500,000 or more in federal monies must undergo an Office of Management and Budget (OMB) Circular A-133 (Single Audit) and submit the audit report to the ADE within 9 months after the entity's fiscal year end.

- Charter Schools must have an independent audit per Arizona Revised Statutes (A.R.S.) 15-914 annually.

- The ADE has authority to withhold all federal monies if the Single Audit (if applicable) is not submitted to the ADE within the time frame specified in OMB Circular A-133.

Accessing the Grants Management Home Page

ADE Homepage

COMMON LOGON

Method 1

Method 2

Common Logon

1. Enter your Common Logon User ID.

   ◊ First time users must read, print, and agree to the Acceptance Use Policy; and change their password.

   ◊ Passwords must be at least 7 characters and are case sensitive. Call Grants Management at (602) 542-3470 if you have forgotten your password.

2. Click on Grants Management from the Common Logon Application menu.

3. Enter any of the secure webpages (online applications, amendments, cash management report, etc.) within Grants Management. (You will have to logon again if you close your browser window or stay in the Common Logon for longer than 30 minutes without saving data.)


Method 1—to access secure Grants Management applications online such as online applications, amendments, completion reports, etc.

1. Go to the ADE homepage (www.azed.gov).

2. Click on Common Logon, which is located at the upper right corner of the ADE homepage (see example above).

Accessing the Grants Management Home Page

Method 2—to view non-secure grant information such as fund alerts, project summaries, etc. without logging on through Common Logon.

1. Go to the ADE homepage (www.azed.gov).

2. Go to Department Menu > Finance/IT/Business Services > Grants Management using your mouse and click on Grants Management from the pop-up window (see example above).

3. When you are ready to enter data such as an amendment, you must sign in through Common Logon.
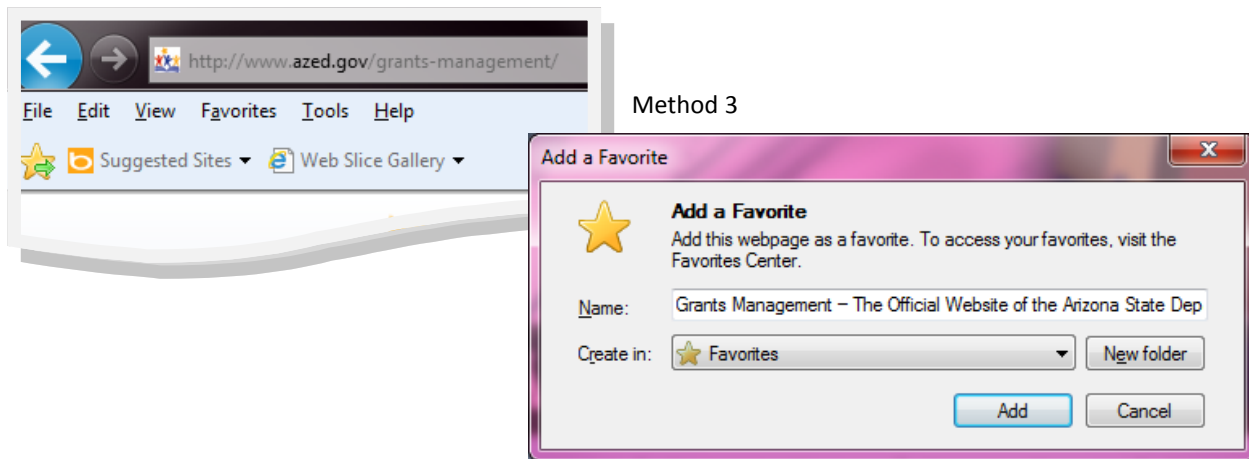
Method 3

Method 3—Bookmark the Grants Management homepage in your internet browser.

1. Go to the Grants Management homepage (www.azed.gov/grants-management).

2. From 'favorites' on your browser menu, select 'Add to favorites...'

3. Click on 'Add' when the pop-up window 'Add a Favorite' appears.

Navigating the Grants Management Home Page

www.azed.gov/grants-management

- Home – Allows you to return to the ADE Home Page

- Application – fund alerts, application downloads, online application, application resource

- Amendment – online amendments, amendment resource

- Payment Request – payment request report

- Completion Report – completion reports, completion report tracking, completion report downloads

- Reporting/Forms – ARRA recipient reporting requirements, Education Job Grant, federal fiscal requirements, General Statement of Assurance, indirect cost rate, return of fund

- Resources – all programs, business rules, FAQs, glossary, grants training, information series, useful documents
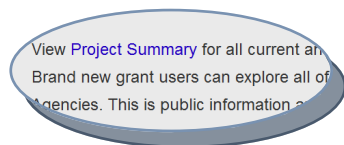
- Contact Us

Project Summary

Project Summary — View summary information on grant specific projects by entity and by fiscal year.

- Specifically -

    - District (or Charter);

    - CTDS Number (County-Type-District-Site);

    - Grant Name;

    - [Catalog of Federal Domestic Assistance](#) (CFDA) Title and Number;

    - Index Number;

    - Award Agency, Award Name, Award Year;

    - Project Number, Project Start Date, Project End Date;

    - Fiscal Year;

    - Current Status – Compliant, Programmatic Hold, Completion Report Due, Audit Hold, etc.;

    - County's and Entity's Indirect Cost Rate (%) – Current approved ADE restricted yearly rate or County approved Indirect Cost Rate;

    - Amendment Approval Date and Amendment Number – Latest approved amendment number and approval date;

    - Budget Line Items—from last approved budget;

    - Funding Sources;

        ◊ Breakdown of approved local funds, including carryover and interest, and

        ◊ Breakdown of approved state funds to be disbursed.

    - Payment Schedule Status; and

        ◊ Scheduled amounts,

        ◊ Amount Paid to Date (actual payments processed/disbursed for a grant/project),

        ◊ RSP – Remaining Scheduled Payment (federal projects only), and

        ◊ Total(s).

    - Max ADE Restricted Indirect Cost Allowed.

    - Other hyperlinks at bottom of page (see inset explanation on next page).

Project Summary

1. Select Project Summary from the Grants Management non-secure homepage or the secure (Common Logon) Grants Management Homepage.

2. Select the Fiscal Year, Grant, and Entity (i.e. School District, Charter School, etc.).

3. Click on 'Show Projects.'   **Show Projects**

4. Click on the Project Number (in blue text and underlined) to view a specific grant project.

Fiscal Year	Grant Name	Entity	Project Number	Project Budget	Local Total	Paid to Date	Balance
2013	IDEA – Basic Entitlement	Clarkdale–Jerome Elementary District : 13–04–03–000	13FESCBG–370027–01A	73,766.05	0.00	0.00	73,766.0
Total				73,766.05	0.00	0.00	73,766.0

Project Summary

About the bottom of the Project Summary Page…

1. The 'Go Back' button is almost everywhere in the Grants System. Please use this button when needed, instead of your browser's back button.

Go Back

2. 'Project Detail' includes line item descriptions, plus any additional narratives.

View Project Detail

District	Clarkdale-Jerome Elementary District	County's ICR	1.95 %	*ICR – Indirect Cost Rate	
CTDS	130403000	Entity's ICR	2.98 %	PCA #	70027
Grant Name	2013 – IDEA – Basic Entitlement	Index #	00000	CFDA No.	84.027A
CFDA Title	Special Education – Grants to States	Award Year	2009	Award No.	H027A0090007
Award Agency	US Department of Education	Award Name	Ed of Children w/ Disb IDEA		
Project Number	13FESCBG-370027-01A	Project Start Date	07/01/2012	Project End Date	06/30/2013
Amendment Approval Date	N/A	Amendment Number	0	Fiscal Year	2013
Current Status	Compliant				

BUDGET LINE ITEMS

Function Code	Object Code	Amount
Instruction 1000		
Salaries	6100	38,633.00
Employee Benefits	6200	15,334.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	1,000.00
Other Expenses	6800	0.00
Subtotal for Instruction 1000		54,967.00
Support Services 2100, 2200, 2600, 2700		
Salaries	6100	10,934.00
Employee Benefits	6200	4,434.05
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Support Services 2100, 2200, 2600, 2700		15,368.05
Support Services – Admin 2300, 2400, 2500, 2900		
Salaries	6100	0.00
Employee Benefits	6200	0.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Support Services – Admin 2300, 2400, 2500, 2900		0.00
Operation of Non-Instructional Services 3000		
Salaries	6100	0.00
Employee Benefits	6200	0.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00
Project SubTotal		70,335.05
Max ADE Restricted Indirect Cost Allowed		3,467.51
Indirect Cost		
Restricted Indirect Cost Rate 4.93 %	6910	3,431.00
Capital Outlay		
Property	6700 et. al.	0.00
Total		73,766.05

FUNDING SOURCES

Funding Type	Amount
Local Funds	
2011 Carryover	0.00
2012 Carryover	0.00
2011 Interest Carryover	0.00
2012 Interest Carryover	0.00
Miscellaneous Local	0.00
Other Local	0.00
Subtotal Local Funds	0.00
State Funds	
2011 Undisbursed Carryover	0.00
2012 Undisbursed Carryover	0.00
2011 Unbudgeted Carryover	0.00
2012 Unbudgeted Carryover	0.00
2011 Holdback	0.00
2012 Holdback	884.29
2013 Allocation	72,881.76
Subtotal State Funds	73,766.05
Total Funds	73,766.05

PAYMENT SCHEDULE STATUS

Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September *	5,000.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	68,766.05	0.00
Total	73,766.05	0.00

* Payment(s) in progress
RSP=Remaining Scheduled Payment

Go Back   **View Project Detail**   **View Previous Project CR Status**   **View Project Event Log**

3. View Previous Project CR Status shows the status of all previous year's Completion Reports that may impact the current year project.

View Previous Project CR Status

4. View Project Event Log to view the events of a project from start to finish including submittal and approval dates of application, amendment, completion reports….

View Project Event Log

Fund Alerts

Access information on most Arizona Department of Education (ADE) administered and non-ADE administered monies available for local education agencies (LEAs). Fund alerts contain the following information -

- Funding name – Adult Education Basic/State, Title I LEA, etc.

- Program area – the program area responsible for administering this grant.

- Authorizing statute .

- Funding source – federal or state .

- Funding type – may be any one of the following internal requirements for disbursing monies: Grant First In/First Out, Grant-Pool, Non Applicable or Non-Grant.

- Purpose – describe the purpose or intent of the grant that needs to be addressed or considered when applying for the grant.

- Eligibility requirements.

- Eligible subgrantees – may be any one or a combination of the following: charter schools, school districts, state agencies, community based organizations, community college/university, child/day care center, private schools, or other.

- Applicable goals – specific ADE goal(s) being addressed by this grant.

- Fund totals – portion(s) of the grant that are federal, state and/or other and the total.

- Range of awards.

- Award apportionment – amount to be apportioned as formula, discretionary, administration, or technical assistance.

- Application process – competitive, contract, non-applicable, or non-competitive.

- Application available and application due dates.

- Project period begin and project period end dates.

- Spending term (up to 27 months).

- Contact information - name, phone, email.

- Weblink – a hyperlink to the website address for the program area or the grant.

- Some applications are only available in downloadable hardcopy format. If the page reads, "hard copy only", you must contact the person listed.

⇒ *Visit the Fund Alerts page monthly for new funding opportunities.*

Fund Alerts

1. Choose by type of entity.

2. Choose a grant to view.

3. Funding Alert View for details.

View Another – Click to view another Fund Alerts

View Another

Apply Online – use the Apply Online button to begin the grant application process. Remember: Applying online requires a current General Statement of Assurance on file at ADE and a Common logon User ID.

Apply Online

View Download Files – Click View Download Files to obtain Information, a hard copy application, instructions, additional narratives, or other data relating to this grant. If additional will not be considered complete without it

View Download Files

Applications

Online Applications – Enter and Submit Grant Applications (Save data at least every half hour to keep from being logged out of Common Logon and losing your data.) *See Step by Step instructions for Online Applications in Appendix C.*

Note: For secure access to enter and submit grant applications the Common Logon User ID is required.

General Information

Entitlement/ Formula Grant

- A grant based on a state or federal mandate . It is a grant disbursed automatically on basis of legally defined formula to all agencies, institutions or persons that qualify for it.   The formula is usually based on such factors as population, enrollment, per capita income, or a specific need.
- ADE responsible for the final distribution / pass-through of monies.
- Eligible entities are notified with a letter advising them of amount of grant allocation/award and specifics regarding applying for grant.
- Entitlement/formula grant typically available for online submittal.
- Does not require approval of the State Board of Education.

Discretionary / Competitive Grant

- A grant that awards funds on the basis of a competitive process.
- Distribution of these monies is based on legislative and regulatory requirements and published selection criteria established for a program where ADE acts as the administering agent and has responsibility for the final disposition of monies.
- Examples: CFDA 84.144F Migrant Education Program (MEP) Consortium Incentive Grants and CFDA 84.416 Race to the Top District.
- Original applications must be received by the date and time specified on fund profile or hardcopy information.
- Require approval of the State Board of Education.

Sign-in to Common Logon

- Once logged in, click on Grants Management from the Common Logon Application menu.
- Enter any of the secure webpages (online applications, amendments, cash management report, etc.) within Grants Management.
- Choose to continue an existing process or create a new application.

Frames and icons

- Hyperlinks appear in the left frame and the corresponding icons fill with lines when the page is saved.
- Click on another hyperlink to fill out and save another page.
- To print a page, place the cursor in a recessed box on the page and print normally, or right click over the frame and choose print. Hyperlinks without icons are informational only and can be printed using the right mouse click on the Single Standard page icon.

Applications

- Single Standard page icons (the one-page icons), when the page is filled out and saved, the icon will fill with lines and the data you entered with remain visible in the right frame.

- Multiple Standard page icons (pages one behind another) work differently. When the page is filled out and saved the icon does not fill with lines, and the data you saved will appear as a separate new Single Standard icon/hyperlink for another site or narrative, if needed. This Multiple page acts like a hard copy page that could be copied for each school or site (renewable).

- If a question is required on a page and you try to save without answering, you will receive a minor validation message.

- If a required page is not filled out and you attempt to submit, you will receive a different kind of validation message.

Validation Messages
- ❌ Contact Information is required.
- ❌ Line Items is required.
- ❌ Line Items Description is required.
- ❌ Payment Schedule is required.
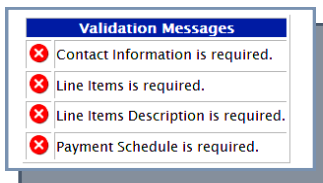
A. Application in Progress page (edit an application or check application status)

Click on Create New Application to get the New Application Selection Page.

B. New Application Selection page (choose a new application)

Applications

Read and agree to the Program Assurances

Right click over the desired frame to print the desired frame.

Note: Grants Management uses a "frames" technology. The screenshot above shows a 3-frame page (1 on top and 2 and 3 side by side). To navigate frames, click on a link on the left to open the corresponding page on the right. There is no need to use your browser back button.

To print a frame, make sure your cursor is in the frame you want to print, and then print normally, or right click the mouse while the cursor is over the correct frame, and then choose.

Applications

Note: If you need to change data, you do not need to use the browser back button.

Contact Information Page

- The name of the person responsible to make decisions regarding the grant application.

- Phone number, extension, fax number of the person referenced above.

- The email address for the person referenced above or an email for the person responsible to receive grant notification (i.e. approvals, rejections, etc.) You can enter more than one email address, separated by a space or semicolon.

- Project Period Begin/ End Dates – grants/projects are generally granted for one fiscal year beginning July 1st and ending June 30th of the following calendar year.

    ◊ All state grants/projects end on June 30th.

    ◊ Some federal projects may extend the project period to September 30th, e.g., summer programs, extended school year program.

Budgets

Line items should be coded according to the Chart of Accounts section III-E-2.1 through III-E-3.9 of the Uniform System of Financial Records (USFR) or Uniform System of Financial Records for Arizona Charter Schools (USFRCS) if the LEA is a charter school. If the entity is not a school district or charter school, please contact the program office.

- All budgets are to be entered by line item and submitted via the Internet, if available.

    ◊ Entitlement/formula budgets should not exceed the grant allocation/award.

- Salaries

    ◊ Must include full-time equivalency (FTE).

    ◊ Must include Employee Benefits on the appropriate line item.

- The purchase of any textbooks, library books, and instructional aids (such as instructional computer software, workbooks, films, and kits) must be budgeted as supplies.

Applications

Line Items Page

"Et. Al." on the online application means "and others" and signifies that 6700 may include other capital coding

Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Support Services – Admin 2300, 2400, 2500, 2900		0.00
Operation of Non-Instructional Services 3000		
Salaries	6100	0.00
Employee Benefits	6200	0.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00
Project SubTotal		0.00
Max ADE Restricted Indirect Cost Allowed		0.00
Indirect Cost		
Restricted Indirect Cost Rate 8 %	6910	0.00
Capital Outlay		
Property	6700 et. al.	0.00
Total		0.00

Save

Capital Outlay Justification Page (if amount is budgeted to capital)

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2013 – SIG Tier I Year 2 Cohort 2		

Amount allocated in Budget for Capital Outlay
1,000.00

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
1	550.00	specific description	specific purpose	550.00
3	125.00	specific description	specific purpose	375.00
1				0.00
				0.00
				0.00
Grand Total				925.00

Add 5 Rows   Save

Applications

Indirect Cost Rate – expenses that incur for the joint benefit of more than one project and cannot be readily and specifically identified with a particular project without effort disproportionate to the results achieved.

- Is calculated yearly from school district/charter school Annual Financial Report (AFR) and approved by the ADE's Audit Unit.
- To receive an indirect cost rate the school district/charter school must check the box on the AFR requesting an indirect cost rate calculation and supply the additional information as indicated on the AFR.
- A LEA must have an approved Indirect Cost Rate on file with Grants Management in order to charge against a grant
- Can ONLY be applied to federally funded projects; however, may be restricted or disallowed on some federal grants.
- Appears as a separate line item on the project budget page
- May not exceed the indirect cost rate times the actual subtotal expenditures of the project (excluding Indirect Cost and capital outlay)
- Is in effect at the project starting date and is to be used for the entire project period

Capital Outlay

- Capital expenditures are those expenditures intended to benefit future periods, generally, the acquisition of or improvement to land, buildings and equipment
- Capitalization thresholds are established by the entity: $1,000/district, $300/charter for equipment or $5,000/district, $3,000/charter for land, buildings, and related improvements.
- Items with a unit cost of $1,000 (district) or $300 (charter) or more must be listed as fixed assets and inventoried according to the procedures detailed in section VI-E-I of the Uniform System of Financial Records (USFR) or Uniform System of Financial Records for Arizona Charter Schools (USFRCS) if a charter school.
- Capital outlay may be restricted or disallowed on some projects

Payments

- State payments to LEAs are made in accordance with the schedule requested on the application and are subject to approval by the appropriate program office.
- For federal projects, do not schedule any payment. Place all budgeted amount in Remaining Scheduled Payment (RSP). Upon approval of application, LEA can submit a payment request form to draw down monies.

Summary and Submit page

- This page provides a last opportunity before submitting your application to review all items entered from the contact page through the narrative portion (if required) of the online application. Print this page as well as the next page (receipt page) for your records.

Applications

Approval/ Rejection Notification

- LEAs will be notified via email or communicated with by telephone to the person listed as the contact on the application.

- If an application is rejected, the LEA has 30 days to resubmit.

- LEAs should cancel the original disapproved application if they do not want to revise and resubmit, or if the LEA is not eligible for the monies.

- When an application is approved, the LEA can print a copy of the project summary upon notification.

- Hint: Community based organizations, institutions of higher education, state agencies may be required to use the short form. The Grants Management system will use the entity CTD# to determine this automatically. No effort is required on your part. See Appendix D for an example of this form.

⇒ Is your application complete? There may be additional downloads required.

Amendments

Amendments **–** allows user to make a change to an approved federal or state grant/ project.

- An amendment can be for a fiscal, programmatic change, or both.

- An amendment request is subject to approval by the appropriate program office.

- If an amendment is rejected the LEA has 30 days to resubmit.

- An amendment must be submitted no later than 90 calendar days prior to the project/grant ending date.

- Changes can be implemented when program office approves the amendment (notification is sent by email or mail).

Project End Date	Online availability	Deadline
June 30th	Any time after the project has been approved	April 2nd

Fiscal Amendments

- To avoid an over-expenditure on a project/grant, an amendment should be requested when the anticipated expenditures will exceed a budgeted line item by 10% or $1,000 whichever is greater, and/or

- To avoid an unauthorized expenditure on a project/grant, an amendment should be requested when the anticipated expenditures do not have an approved budget line item on the latest approved application or amendment, and/or

- An approved state or federally funded project/grant may be amended to reflect changes in line item allocations or additional monies resulting from carryover monies or additional allocations, which increase the budget total, or other changes.

Programmatic Amendments may be submitted when there is no change to an approved budget line item amount:

- Change in staff duties or responsibilities.

- Change in the type of contractual services from the approved budget.

- Change in approved capital expenditure item(s).

- Extend the project ending date beyond the original approved date.

Amendments

AMENDMENT PROJECT SELECTION

Instructions
- To create new amendment, select the project by clicking 'Create Amendment'.
- To go back to the previous screen click 'Go Back'.

Fiscal Year 2013 ▼
Grant ALL ▼
Entity Casa Grande Elementary District : 11-04-04-000 ▼

Show Projects   **Go Back**

Fiscal Year	Grant Name	District Name	Project Number	
2013	21st Century Community Learning Centers	Casa Grande Elementary District : 11-04-04-000	13FLCCCL-360971-02A	Create Amendment
2013	21st Century Community Learning Centers Renewal-Year 5	Casa Grande Elementary District : 11-04-04-000	13FLCCY5-360971-01A	Create Amendment

Click on the Create Amendment hyperlink for the appropriate project.

Click on the Create Amendment hyperlink for the appropriate project.

FINANCIAL DATA
- Hard Copy Information
- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Funding Sources
- Payment Allocation
- Approval Information

SUPPLEMENTAL DATA
Grant Application Information
- General Information and Contact Information
- Site Information
  - 1
  - 2
- Priority
  - 1
  - 2
- Program Need
  - 1
  - 2
- Program Design and Implementation
  - 1
  - 2
- Adequacy of Resources
  - 1
  - 2
- Program Objectives and Activities

District	Casa Grande Elementary District		
CTDS	110404000	Entity ID	4446
Project Number	13FLCCCL-360971-02A	Project ID	107008
Grant Name	2013 – 21st Century Community Learning Centers		
Amendment Number		1	

*To reduce a line item, use a minus sign in front of the amount.

BUDGET LINE ITEMS				
Function Code	Object Code	Current Budget	* Change	Amended Budget
Instruction 1000				
Salaries	6100	106,038.00	0.00	106,038.00
Employee Benefits	6200	20,700.00	0.00	20,700.00
Purchased Professional Services	6300	10,000.00	0.00	10,000.00
Purchased Property Services	6400	0.00	0.00	0.00
Other Purchased Services	6500	0.00	0.00	0.00
Supplies	6600	11,020.98	0.00	11,020.98
Other Expenses	6800	0.00	0.00	0.00
Subtotal for Instruction 1000		147,758.98	0.00	147,758.98
Support Services 2100, 2200, 2600, 2700				
Salaries	6100	41,299.00	0.00	41,299.00
Employee Benefits	6200	8,062.00	0.00	8,062.00
Purchased Professional Services	6300	2,205.60	0.00	2,205.60
Purchased Property Services	6400	0.00	0.00	0.00
Other Purchased Services	6500	3,350.00	0.00	3,350.00
Supplies	6600	100.00	0.00	100.00

You may also need to revise line item descriptions, and/or narrative data.

Amendments

District	Casa Grande Elementary District		
CTDS	110404000	Entity ID	4446
Project Number	13FLCCCL-360971-02A	Project ID	107008
Grant Name	2013 – 21st Century Community Learning Centers		
Amendment Number	1		

Amount allocated in Budget for Capital Outlay

2,726.40

					CAPITAL OUTLAY			
Qty	New Qty	CPU	New CPU	Description	Purpose	New Purpose	Total	New Total
2	2	213.20	213.20	EZ Reports Attendance Software	Track Student & Parent Attendance Data/APR Data for all Sites 1–2.	Track Student & Parent Attendance Data/APR Data for all Sites 1–2.	426.40	426.40
2	2	800.00	800.00	Automatic Letter Folding Machine	Grant Coordinator is responsible for generating and mailing	Grant Coordinator is responsible for generating and mailing	1,600.00	1,600.00
1	1	200.00	200.00	Podium	Podium for Speak Up (Debate Class) at Site 1	Podium for Speak Up (Debate Class) at Site 1	200.00	200.00
1	1	150.00	150.00	Set of Wireless Microphones	Microphone set for Speak Up (Debate Class) at Site 1	Microphone set for Speak Up (Debate Class) at Site 1	150.00	150.00
2	2	125.00	125.00	2 Sewing Machines	Sewing Machines for Simple Sewn (Sewing Class) Site 1	Sewing Machines for Simple Sewn (Sewing Class) Site 1	250.00	250.00
1	1	100.00	100.00	Variety of Music CD's	Vartiety of Music CD's for Summer of Service Program at Site 1	Vartiety of Music CD's for Summer of Service Program at Site 1	100.00	100.00

Amendment Capital Outlay Justification Page (If the amount is budgeted and requires any change in items.)

- Quantity (Qty) change – use New Qty.

- Cost Per Unit (CPU) change – use New CPU.

- Change in Purpose – use New Purpose.

- Upon completion of this page, click on the save button. The system will automatically calculate a new total.

- Sections in grey come from the recently approved project summary. The LEA can make any changes in the white sections (i.e. New Qty, New CPU, New Purpose).

Payment Requests

Payment Request – view Payment Request compliance report by project.

Payment Request is a report used to submit required information showing the amount of federal project expenditures on the date of the report.

- Not required for state projects.
- The project number identifies whether a project is federal or state.

13**F**AAGLS-060728-10A	**F** for federal
13**S**ESESY-060002-01A	**S** for state

- A report is required for all federal projects – can be submitted daily, weekly, or monthly based on cash needs. However LEA must submit at least once every two months.
- Reports are used to assess compliance and determine the disbursement.

View and print previous reports

Submit Report

Payment Requests

Payment Request Report Data		
1. Total Budget		408,951.75
2. Project Revenue to Date		
Disbursement from ADE to Date		301,888.43
Approved Local Carryover		2,647.57
Total		304,536.00
3. Total Project Expense		0.00

Hard Copy Information	
Hard Copy Signed by	Internal ▼
Hard Copy Received Date	

Justification Information	
Email Address:	
Justification:	

← 1. Enter Total Expense.

← 2. Enter email addresses: approval / disapproval receive

← A justification is required if requesting 20% of budget total.

Project Expenditure Details				
Function Code	Object Code	Budget Amount	Project Expenditure	Budget Balance
Instruction 1000				
Salaries	6100	153,659.53	0.00	0.00
Employee Benefits	6200	32.858.72	0.00	0.00
Purchased Professional Services	6300	0.00	0.00	0.00
Purchased Property Services	6400	0.00	0.00	0.00
Other Purchased Services	6500	0.00	0.00	0.00
Supplies	6600	885.00	0.00	0.00
Other Expenses	6800	0.00	0.00	0.00
Subtotal for Support Services – Admin 2300, 2400, 2500, 2900		885.00	0.00	0.00
Operation of Non-Instructional Services 3000				
Salaries	6100	0.00	0.00	0.00
Employee Benefits	6200	0.00	0.00	0.00
Purchased Professional Services	6300	0.00	0.00	0.00
Purchased Property Services	6400	0.00	0.00	0.00
Other Purchased Services	6500	0.00	0.00	0.00
Supplies	6600	0.00	0.00	0.00
Other Expenses	6800	0.00	0.00	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00	0.00	0.00
Project SubTotal		403,746.00	0.00	0.00
Indirect Cost				
Restricted Indirect Cost Rate 1.3 %	6910	5,205.75	0.00	0.00
Capital Outlay				
Property	6700 et. al.	0.00	0.00	0.00
Total		408,951.75	0.00	0.00
Function Code	Object Code	Budget Amount	Project Expenditure	Budget Balance

← 3. Completion Project Expenditure Details.

Go Back	Submit to ADE

← Click Submit to ADE upon completion.

Payment Requests

```
                    ┌──────────────────┐      ┌──────────────┐      ┌────────────────────────┐
                    │ Drawing down     │      │ Approved     │      │ Payment processed within 15 │
                    │ less than 20 %   │──────│ automatically│──────│ business days          │
                    │ of budget total │      │              │      │                        │
                    └──────────────────┘      └──────────────┘      └────────────────────────┘
┌──────────────┐
│ Payment      │
│ Request      │
└──────────────┘

                    ┌──────────────────┐      ┌──────────────┐      ┌──────────────────────────┐
                    │ Drawing down     │      │ Payment      │      │ Approved – Payment processed │
                    │ greater than     │──────│ Pending      │      │ within 15 business days     │
                    │ or equal to 20   │      │ Status       │      │                          │
                    │ % of budget      │      └──────────────┘      └──────────────────────────┘
                    │ total            │         │
                    └──────────────────┘      ┌──────────────┐
                                              │ ADE Program  │      ┌──────────────────────────┐
                                              │ Area approval│      │ Disapproved – No disbursement. │
                                              │ required.    │      │                          │
                                              └──────────────┘      └──────────────────────────┘
```
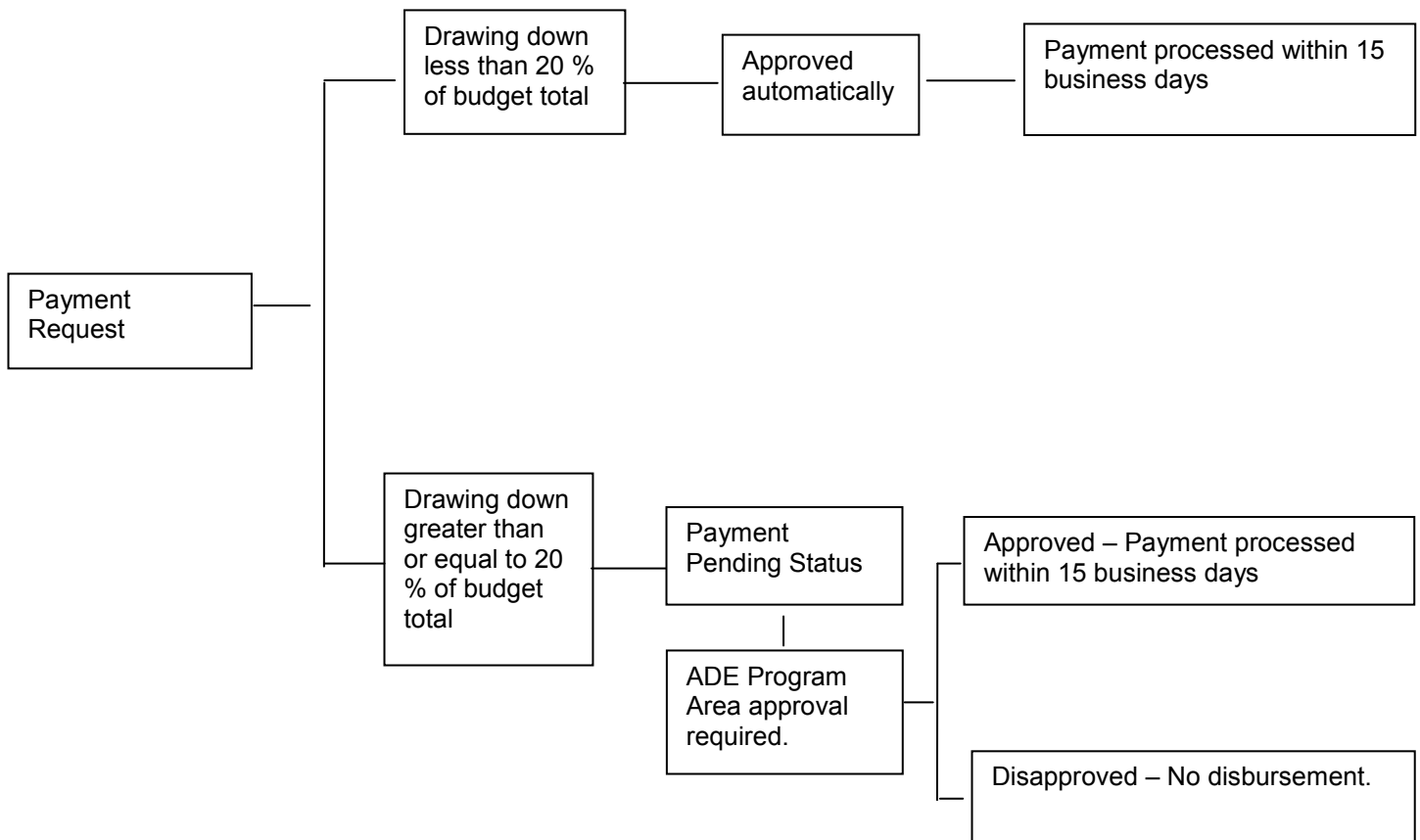
- Application Payment Schedule – place all budget totals under Remaining Scheduled Payment (RSP).

- Initial Payment Request – Once a grant application has been approved by the ADE, a LEA can submit a payment request immediately and it will be processed. Payment requests cannot be submitted or processed prior to an application being approved. Payment requests are typically for reimbursement only. However, advance payments can be made in certain situations.

- Subsequent Payment Requests – A LEA must submit a payment request report no less frequently than every 60 days unless approved by grants management staff. Payment request reports submitted showing no expenditures must include justification comments explaining the lack of expenditures in order to fulfill this requirement. A LEA may submit as many payment request reports as needed during a project period.

- A payment request made on Monday (the 1st of a month) may request monies for an obligated payroll amount that will be liquidated the next Wednesday (the 10th of the month). School districts should not submit for reimbursement any obligation that will be liquidated more than 15 calendar days from the date of a payment request. Last day to submit a Payment Request is 15 days prior to the project end date.

Completion Reports

Completion Report—A completion report is a report of actual expenditures for a grant/project where data is entered and submitted online.

- Required for all grants/ projects (state and federal).

- A programmatic narrative may also be required (attached to the online report or as a download to be submitted separately).

- Must be submitted to the ADE within 90 calendar days after project/grant end date; there is no grace period allowed.

  Example
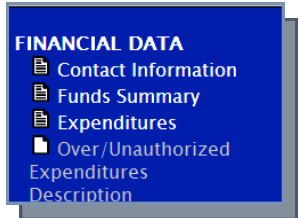
Project End Date	Online Availability	Deadline
June 30th	July 1st	September 28th

- If the county superintendent's office handles the financial activities it is the district's responsibility to allow the county ample time to approve the report within that 90 day period.
- If a completion report (including any additional required narratives) is NOT received by the ADE within 90 days after the project end date, further payments to the LEA for the current-year project will be suspended until the ADE is in receipt of a valid report.
- Completion reports that are rejected after the 90 day deadline must be corrected and resubmitted to the ADE within 30 days after the rejection date, or further payments to the LEA for the current-year project will be suspended until receipt of a valid report.
- Cash on Hand – the completion report is the final payment request report.

Expenditures
- Final expenditures must be reported to the penny.
- Indirect cost cannot exceed the rate times the project subtotal of actual expenditures (excluding capital outlay) unless more stringent grant limits exist.
- Indirect cost must be rounded down to the penny, i.e. 123.776 must be reported as 123.77.

Over/Unauthorized Expenditures Description—If an over expenditure or unauthorized expenditure occurs, the LEA must provide an Over/Unauthorized Expenditures Description. The ADE Program Area may or may not approve the over expenditure or unauthorized expenditure.

FINANCIAL DATA
- Contact Information
- Funds Summary
- Expenditures
- Over/Unauthorized Expenditures Description

Completion Reports

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

User Name: Heikkila Sarah Employee Type: Director ES Level: PS User Profile: GM_PROFILE User Location: I

COMPLETION REPORTS IN PROGRESS

Instructions
- Select the project by clicking the project number.

Fiscal Year	2012
Grant	ALL
Entity	Academy with Community Partners Inc : 07-87-94-000
Program Area	ALL
Status	Being Edited by LEA
Project Number	

Show Projects   **Go Back**

Fiscal Year	Grant	Entity	PA	Project Number	CR Status	CR Holds	Last Update User	Last Update Date	History
2012	IDEA – Basic Entitlement	Academy with Community Partners Inc : 07-87-94-000	ES	12FESCBG-260001-03A	Being Edited by LEA	CR Due	mwilliamson3	08/16/2012 16:46:11	View
2012	Title I LEA	Academy with Community Partners Inc : 07-87-94-000	T1	12FT1TTI-260001-04A	Being Edited by LEA	CR Due	mwilliamson3	08/16/2012 17:01:13	View

District	Academy with Community Partners Inc		
CTDS	078794000	Entity ID	79213
Project Number	12FESCBG-260001-03A	Project ID	103572
Grant Name	2012 – IDEA – Basic Entitlement		

FUNDS SUMMARY	
Total Budgeted Funds	19,189.76
Current Fiscal Year ADE Disbursement	19,189.76
Carryover Funds	0.00
Balance unpaid at project end date	0.00
Balance unpaid as of 8/17/2012	0.00
Allowable Cash on Hand	0.00
Cash On Hand (Do not include interest)	0.00
Interest Earned	0.00
Other	0.00

Comments(s) / Explanation of 'Other' Funds
(Funds must be clearly identified with a project year.)

- Click on a hyperlink to initiate, continue, resubmit or revise a completion Report.

- Cash on Hand = actual project funds on hand after project expenditures. Does not include other funds that were never amended into the project

- Interest Earned = interest earned on the project that has not already been returned to the ADE. However, the Johnson O'Malley (JOM) program is exempt.

- "Other" funds may include (e.g.) prior year interest or prior year funds not yet returned to the ADE. E.g., a capital item were paid for with project funds from a prior year, but the item broke and could not be replaced, so a refund was issued. Please also revise the appropriate prior year completion report to indicate the change in expenditures.

Completion Reports

District	Academy with Community Partners Inc		
CTDS	078794000	Entity ID	79213
Project Number	12FESCBG-260001-03A	Project ID	103572
Grant Name	2012 – IDEA – Basic Entitlement		

BUDGET LINE ITEMS					
Function Code	Object Code	Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.
Instruction 1000					
Salaries	6100	0.00	0.00	0.00	0.00
Employee Benefits	6200	0.00	0.00	0.00	0.00
Purchased Professional Services	6300	15,000.00	15,949.76	-949.76	0.00
Purchased Property Services	6400	0.00	0.00	0.00	0.00
Other Purchased Services	6500	0.00	0.00	0.00	0.00
Supplies	6600	0.00	0.00	0.00	0.00
Other Expenses	6800	0.00	0.00	0.00	0.00
Subtotal for Instruction					

Budget Balance—Remaining project capacity.

Over-expenditure (Ov.) - A situation where the amount spent is more than the amount authorized or budgeted. A line item may exceed the last approved line item budget by 10% or $1,000, whichever is greater. (Indirect cost cannot exceed the rate times the project subtotal of actual expenditures – excluding capital outlay unless more stringent grant limits exist) The amount over that is the amount of over expenditure. If an LEA exceeds the 10% or $1,000 threshold, the LEA must provide a justification.

Unauthorized expenditure (Un.) - A sum spent for purposes other than it was allocated for, or in excess of the allocated amount. For completion reports, it is any amount over zero where the last approved line item budget was zero.

The **Budget Balance** is the remaining capacity on the project and cannot be negative. It can include Cash on hand and/or unreleased monies.

Cash on Hand – the amount of local project monies that remain in the project account after the close of the project period after all expenditures have been made. This does NOT include "Other" or any interest earned on monies deposited to this grant account. Cash on hand reflects the budget balance unless the budget balance is in red.

Disbursements held at ADE due to Payment Request due, Programmatic Hold, etc. ADE has not released the entire allocation to the project. The "Cash on Hand" is equal to the actual disbursements, including amended carry-over monies, minus the actual project expenditures but does not match the budget balance. (Note: Cash on hand and budget balance do not reflect one another.) *See page 29 for example.*

Disbursements held at ADE causes negative cash on hand. ADE has not released the entire allocation to the project. The "Cash on Hand" is equal to the actual disbursements, including amended carryover monies, minus the actual project expenditures. The cash on hand equals a negative amount and does not reflect the budget balance. Upon approval of the completion report, ADE will disburse the negative cash on hand. *See page 29 for example.*

Completion Reports (Cash on Hand)

Expenditures

BUDGET LINE ITEMS

Function Code	Object Code	Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.
Instruction 1000					
Project SubTotal		183,872.22	173,373.94	10,498.28	0.00
Indirect Cost					
Restricted Indirect Cost Rate 8 %	6910	0.00	0.00	0.00	0.00
Capital Outlay					
Property	6700 et. al.	0.00	0.00	0.00	0.00
Total		183,872.22	173,373.94	10,498.28	0.00

Funding Sources

FUNDING SOURCES

Funding Type	Title III LEP Program
Local Funds	
2010 Carryover	0.00
2011 Carryover	0.00
2010 Interest Carryover	0.00
2011 Interest Carryover	0.00
Miscellaneous Local	0.00
Other Local	0.00
Subtotal Local Funds	0.00
State Funds	
2010 Undisbursed Carryover	0.00
2011 Undisbursed Carryover	52,523.22
2010 Unbudgeted Carryover	0.00
2011 Unbudgeted Carryover	0.00
2010 Holdback	0.00
2011 Holdback	0.00
2012 Allocation	131,349.00
Subtotal State Funds	183,872.22
Total Funds	183,872.22

Project Grand Total Expenditure *

(173,373.94)

- Previous Subtotal Local (carryover) Funds (if applicable)

(0.00)

- Current Fiscal Year ADE Disbursement (133,474.05)

= Cash on Hand (-39,899.89)

Funds Summary

FUNDS SUMMARY

Total Budgeted Funds	183,872.22
Current Fiscal Year ADE Disbursement	133,474.05
Carryover Funds	0.00
Balance unpaid at project end date	50,398.17
Balance unpaid as of 8/27/2012	50,398.17
Allowable Cash on Hand	0.00
Cash On Hand *(less interest earned)*	-39,899.89
Interest Earned	0.00
Other	0.00
Comments(s) / Explanation of 'Other' Funds (Funds must be clearly identified with a project year.)	

* Project Grant Total Expenditure is the Total Expended Amount of Budget Line Items from the Expenditures table.

Completion Reports (Cash on Hand)

Disbursements held at ADE due to Payment Request due, Programmatic Hold, etc.

FUNDS SUMMARY	
Total Budgeted Funds	35,308.69
Current Fiscal Year ADE Disbursement	27,769.65
Carryover Funds	184.26
Balance unpaid at project end date	7,354.78
Balance unpaid as of 8/28/2012	7,354.78
Allowable Cash on Hand	0.00
Cash On Hand (less interest earned)	2,130.77
Interest Earned	0.04
Other	0.00
Comments(s) / Explanation of 'Other' Funds (Funds must be clearly identified with a project year.)	
Cash balance of $2,130.77 plus RSP of $7,354.78 = budget balance of $9,485.55.	

35,308.69	25,823.14	9,485.55	0.00
Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.

	Project Grant Total Expenditure* (25,823.14)
-	Carryover Funds (184.26)
-	Current Fiscal Year ADE Disbursement (27,769.65)
=	Cash on Hand (2,130.77)

	Total Budgeted Funds (35,308.69)
-	Current Fiscal Year ADE Disbursement
-	Carryover Funds (184.26)
+	Cash on Hand (2,130.77)
=	Budget Balance (9,485.55)

Disbursements held at ADE causes negative cash on hand.

FUNDS SUMMARY	
Total Budgeted Funds	206,597.86
Current Fiscal Year ADE Disbursement	142,007.91
Carryover Funds	0.00
Balance unpaid at project end date	64,589.95
Balance unpaid as of 8/28/2012	64,589.95
Allowable Cash on Hand	0.00
Cash On Hand (less interest earned)	-40,966.94
Interest Earned	0.00
Other	0.00
Comments(s) / Explanation of 'Other' Funds (Funds must be clearly identified with a project year.)	

206,597.86	182,974.85	23,623.01	0.00
Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.

-	Current Fiscal Year ADE Disbursement (142,007.91)
-	Carryover Funds (0.00)
-	Project Grant Total Expenditure* (182,974.85)
=	Cash on Hand (-40,966.94)

	Total Budgeted Funds (206,597.86)
-	Current Fiscal Year ADE Disbursement (142,007.91)
-	Carryover Funds (0.00)
+	Cash on Hand (-40,966.94)
=	Budget Balance (23,623.01)

* Project Grant Total Expenditure is the Total Expended Amount of Budget Line Items from the Expenditures table (see example on previous page).

Completion Reports

Disposition of Remaining Monies

Budget Balance/Interest

- The disposition of budget balances is governed by federal grant guidelines, the Uniform System of Financial Records (USFR) for School Districts, Uniform System of Financial Records for Charter Schools (USFRCS) and specific program guidelines.

- A budget balance may or may not be required to be returned.

- All interest excluding the Johnson O'Malley (JOM) program must be returned.

- Approved carryover is intended to benefit the following year's program/project and must be amended when directed to do so by the ADE program office approving the Completion Report.

- View the appropriate year Fund Carryover Matrix on the Grants Management Glossary page.

- Contact the appropriate program office for specific program guidelines.

- Returned monies must be clearly identified (project number, grant name, fiscal year) and returned to the ADE Accounting office unless otherwise directed. A copy of the approved completion report email notification requesting funds being returned should accompany your warrant. If this is not available, a "Return of Funds" form is available on the Grants Management homepage.

- Upon program office approval of a valid completion report if there is negative cash on hand and the full project payment has not yet been released, monies will then be released up to the additional amount expended or to bring the unreleased balance to zero, whichever is less.

- Allowable carryover on state projects varies by grant guidelines. Federal grant assistance monies for FY10 and prior have expired and must be returned unless they have been amended / approved into a current year project. FY 11 federal monies expire on September 30, 2013.

Appendices

Appendix A

Project/ Program Codes

A. Project Number **13**FCTDBG-360675-01A

    13 – Fiscal Year 2013 – the first two digits indicate the fiscal year

B. 13**F**CTDBG-360675-01A

    S-State or F-Federal – funding source, the third digit indicates the funding source

C. 13F**CT**DBG-360675-01A

    CT – Program Office responsible for the project

D. 13FCT**DBG**-360675-01A

    DBG – Program name

E. 13FCTDBG-**360675**-01A

    360675 – PCA (Project Cost Accounting) number tied to an entity and will be the same for all projects. This is how the ADE pays an entity through Arizona Financial Information Systems (AFIS). The first digit stands for the fiscal year, and the following 5 digits represent the entity's actual PCA number.

F. 13FCTDBG-360675-**01**A

    01 – Project phase number. This is the order in which the project was approved for that entity in the given fiscal year.

G. 13FCTDBG-360675-01**A**

    A – Distinguishes an Assistance project

I. 13FAATTI-360675-01**C**

    C – Assistance project also on Contract (IGA, ISA, or an RFP)

Appendix B

Step-by-Step instructions for Online Applications

1) Enter the Grants Management Home Page through Common Logon. Click on Grants Management. See page 4 for instructions about entering Common Logon.

2) From the Grants Management Home Page click on Application then click on Online Application.

3) Applications In Progress page

   a. Continue existing application from grid by clicking application name hyperlink, or

   b. Choose Create New Application

   - New Application Selection Page – Select desired grant (radio button). Scroll down and click 'continue'

4) Application Option Page – Click Create New or Continue Application or other hyperlink

5) Read, print and agree to the Program Assurances

6) Application – Click on a hyperlink on the left to fill out the corresponding page on the right

   a. Contact Information Page – Enter applicant contact data

   - Project Director Designation: select the designation of the person responsible to make decisions regarding the grant application (Mr., Mrs., Ms., Dr.)

   - Project Director Contact: Enter the name of the person designated above

   - Phone Number: Enter the phone number (including extension) of the person designated above

   - Fax Number: Enter the fax number of the person designated above

   - E-mail Address: Enter the e-mail address for the person listed above and/or an email address for the person responsible for receiving grant/project notification i.e. approvals, rejections, etc. You can enter more than one email address separated by a semicolon.

   - Project Period Begin/End Dates:

     ◊ Grants/projects generally are granted for one fiscal year beginning July 1st and ending June 30th of the following calendar

     ◊ All state grants/projects end on June 30th

     ◊ The Local Education Agency (LEA) can request extension of the end date at the time the application is being made for some federal grant applications, to September 30th (i.e., for summer programs, extended school year)

   - *Save page*

   b. Line Items Page – Enter budget amounts by line item (amounts will tally as you tab to the next line item)

   - Salaries – Must include full time equivalency (FTE) (and must include benefits in next line item)

   - The purchase of any textbooks, library books and instructional aids (e.g.' instructional computer software, workbooks, films, and kits) must be budgeted as supplies

   - Indirect Cost Rate

     ◊ Can ONLY be applied against federally funded projects; however, may be restricted or dis-allowed on some federal grants (see grant specific Maximum Allowable indirect Cost download in online Glossary)

     ◊ Appears as a separate line item on the project budget page

◊ May not exceed the indirect cost rate times the actual expenditures of the project

◊ Is in effect at the project starting date and is to be used for the entire project period

- Capital Outlay/Fixed Assets

- *Save page*

c. Line Item Description Page

- Note: only those line items with dollar amounts will appear on this page

- Enter a description of the itemized costs for all items appearing

- *Save page*

d. Capital Outlay Page – Boxes will only appear on page if capital outlay is being requested

- Enter the quantity, cost per unit, description and purpose of item

- Add 5 more lines, or save page

- *Save page*

e. Payment Schedule Page – select one*

- Payment Distributed Manually – LEA can enter requested payments

  ◊ * This is the only option for federal projects. Enter all payment in RSP (Remaining Scheduled Payment)

  ◊ For State projects, enter amounts in months desired or as instructed

- Payment Distributed Evenly – System distributes in equal payments

- Months that have passed will be blocked

- Payments are subject to program office approval

- *Save page*

e. Supplemental Data Page(s) – Enter response to program specific questions, if applicable

7) Summary & Submit – if all pages are completed correctly, click this hyperlink to view Summary

8) Print and Submit – Print Summary by placing mouse cursor directly over the Summary, right click the mouse and choose Print from the menu (for your records), then select Submit button.

9) Application Receipt – Print the receipt and keep with records

Note: Applications are subject to the review and approval by the appropriate program office. A grant application is not approved until approval notification is sent to the subgrantee. The application may also require additional downloads. Refer to Application Downloads (Grants Management – Application – Application Downloads).

Appendix C

Budget Page for Community Based
Organizations (CBOs), Institutions of Higher Learning (IHLs), and State Agencies

BUDGET LINE ITEMS		
Function Code	**Object Code**	**Amount**
Expenditure Categories		
Salaries – Instructional	4100	0.00
Salaries – Non–Instructional	4150	34,911.00
Employee – Benefits	4200	10,037.00
Travel	4250	1,000.00
Supplies and Materials	4300	140.00
Purchased Services / Consultant Fees	4400	100.00
Tuition	4500	0.00
Printing and Reproduction	4600	10.00
Utilities and Communications	4700	30.00
Other Expenses	4800	68.32
Subtotal for Expenditure Categories		46,296.32
Project SubTotal		46,296.32
Max ADE Restricted Indirect Cost Allowed		3,703.70
Indirect Cost		
Restricted Indirect Cost Rate 8 %	9999	3,703.68
Capital Outlay		
Capital Outlay	4900	0.00
Total		50,000.00

Some entities fill out a short budget form (applications, amendments and completion reports), typically have project numbers that end with "C" (Contract), and the projects are often invoice-based (reimbursement).

Appendix D

Step-by-Step instructions for Online Amendments

1) Enter the Grants Management Home Page through Common Logon. Click on Grants Management. See page 4 for instructions about entering Common Logon.

2) From the Grants Management Home Page click on Amendment then click on Online Amendments

3) Amendments In Progress Page

    a. Click on project number from grid by clicking a hyperlink

4) Amendment Option Page – Click Create New or Continue Amendment or other hyperlink

5) Program Assurances – listed for review and agreement

6) Amendment – Click on a hyperlink on the left to fill out the corresponding page on the right

    a. Contact information – Review/modify applicant contact data for accuracy

- Project Director Designation: review/modify the designation of the person responsible to make decisions regarding the grant application (Mr., Mrs., Ms., Dr.)

- Project Director Contact: review/modify the name of the person designated above

- Phone number: review/modify the phone number (including extension) of the person designated above

- Fax Number: review/modify the fax number of the person designated above

- Email Address: review/modify the e-mail address for the person listed above and/or an e-mail address for the person responsible for receiving grant/project notification, i.e. approvals, rejections, etc. You can enter more than one email address, separated by a semicolon.

- Review/modify Project Period Begin/End Dates:

  ◊ All state grants/projects end on June 30th

  ◊ The Local Educational Agency (LEA) can request a change in end date through the amendment for some federal grants/projects, to September 30th (i.e., for summer programs, extended school year)

- *Save page*

- Amendment Reason

  ◊ Enter a brief reason for submitting the amendment (i.e., to include carryover and interest, to increase/decrease specific line item budget due to vacancy saving due to underestimated/ overestimated costs, change the end date, etc.)

  ◊ *Save page*

    b. Line Items Page – Enter the budgetary information for each line item amount to be changed.

- To increase the budgeted amount, type in the amount the line item is to be increased by.

- To decrease the budgeted amount use either the minus (-) symbol before the amount , or parentheses surrounding the dollar amount.

    c. Line Item Description Page

- Add new budget descriptions as appropriate in the white section

- *Save page*

    c.   Capital Outlay Page – Boxes will only appear on page if capital outlay is being/has been requested in the budget line item page.

- Edit the existing capital outlay items (Qty, CPU, Purpose), or

- Add new capital outlay items, or

- Delete the existing capital outlay items by entering 0 under the Qty

- *Save page*

    d.   Supplemental Questions Page: enter/revise responses to program-specific questions, if applicable

6) Summary & Submit – if all pages are completed correctly, click this hyperlink to view Summary

7) Print and Submit – Print Summary by placing mouse cursor directly over the summary, right click the mouse and choose Print from the menu (for your records)

8) Amendment Receipt – Print the receipt and keep with records

Note: Requested changes can be implemented when approved by the appropriate program office. The email address (es) provided will be notified when approved.

Appendix E

Step-by-Step instructions for Payment Requests

1) Enter the Grants Management Home Page through Common Logon. Click on Grants Management. See page 4 for instructions about entering Common Logon.

2) From the Grants Management Home Page click on Payment Request hyperlink

3) Click Continue

4) Payment Request Project Selection page

    a.   Project Number

        ◊   Click on the appropriate project number hyperlink to submit a report, or

        ◊   Click on View Previous Payment Request to print for your audit trail.

5) Payment Request Submittal Page

Payment Request Report Data	
1. Total Budget	408,951.75
2. Project Revenue to Date	
Disbursement from ADE to Date	301,888.43
Approved Local Carryover	2,647.57
Total	304,536.00
3. Total Project Expense	0.00
Hard Copy Information	
Hard Copy Signed by	Internal ▼
Hard Copy Received Date	
Justification Information	
Email Address:	
Justification:	

Project Expenditure Details				
Function Code	**Object Code**	**Budget Amount**	**Project Expenditure**	**Budget Balance**
Instruction 1000				
Salaries	6100	153,659.53	0.00	0.00
Employee Benefits	6200	32,858.72	0.00	0.00

    a.   Total Budget – System generated, no data entry required.

    b.   Disbursement from ADE to Date – System generated, includes monies paid to date, no data entry required

    c.   Approved Local CarryOver - System generated if applicable

    d.   Total Project Expense – Enter the Total Project Expense

    e.   Email Address – Enter the email address (multiple email addresses – separated by semicolon)

    f.   Justification – Enter the justificatioin only if you are drawing down more than 20% of budget total or you have not submitted any payment request for 60 days

    g.   Project Expenditure Details – Enter Project expenditure per line item (3. Total Project Expense must match total expenditure from the project expenditure details)

6) Payment Request Receipt page – Print receipt and maintain with grant/project records.

Appendix F

Project Holds: Project Holds: Their Meaning and Remedy

Flag	Meaning	To remove flag
Completion Report Due	The project end date has occurred and the project is now eligible for completion report submission.	Submit a completion report within 90 days of the project end date.
Hold Level	**Meaning**	**To remove hold**
Programmatic Hold	The Program Office has placed a hold on this project.	Contact the appropriate Program Office to find out what is required to remove the hold.
Programmatic Hold+	The Program Office has placed a hold on this project and all subsequent year (same grant) projects.	Contact the appropriate Program Office to find out what is required to remove the hold.
Completion Report Overdue	The due date to submit a completion report to ADE for this project has passed and the report is overdue. Completion reports are due within 90 days after the project end date.	Submit the completion report to ADE.
CR Hold-Prior CR Due	The current year project is on hold due to a prior year project's completion report (same grant) not having been submitted to ADE within 90 days after the prior year project's end date, or, the prior year project's completion report was rejected and not resubmitted back to ADE within 30 days. Funding will not flow on all same-grant projects.	Submit the prior year's completion report.
CR Out of Comp	The project is on completion report hold due to additional completion report data not having been submitted, or additional data was submitted incorrectly or insufficiently.	Contact the appropriate Program Office to determine what additional data or corrected data is needed to remove the hold.
CR Hold-Prior CR OOC	The current year project is on completion report hold due to a prior year project's additional completion report data not having been submitted or additional data was submitted incorrectly or insufficiently. Funding will not flow on all same-grant projects.	Contact the appropriate Program Office to determine what additional data or corrected data is needed to remove the hold.
Audit Hold	The entity did not submit the results of an OMB A-133 Single Audit after expending $500,000 or more in federal monies during a previous fiscal year. All federal monies administered by the ADE are on hold.	Submit the results of the independent OMB A-133 Single Audit to the ADE Audit unit.

Appendix G

Step-by-Step instructions for Completion Reports

1) Enter the Grants Management Home Page through Common Logon. Click on Grants Management. See page 4 for instructions about entering Common Logon

2) From the Grants Management Home Page click on Completion Reports hyperlink

3) Completion Report Entry Page

    a. Choose the appropriate fiscal year from the dropdown, then click Show Projects

    b. Click on the appropriate completion report(project number) hyperlink

4) Completion Report Option Page – Click on Create New or Continue Completion Report or other option

5) Completion Report – Click on a hyperlink on the left to fill out the corresponding page on the right

    a. Contact Information Page – Review/modify applicant contact data for accuracy

- Project Director Designation: review/modify the designation of the person responsible to make decisions regarding the grant application (Mr., Mrs., Ms., Dr.)

- Project Director Contact: review/modify the name of the person designated above

- Phone Number: review/modify the phone number (including extension) of the person designated above

- Fax Number: review/modify the fax number of the person designated above

- E-mail Address: review/modify the e-mail address for the person listed above and/or an e-mail address for the person responsible for receiving grant/project notification i.e. approvals, rejections, etc. You can enter more than one email address, separated by a semicolon

- *Save page*

    b. Funds Summary Page

- Total budgeted Funds – No entry required

- Current Fiscal Year ADE Disbursement - No entry required

- Carryover Funds – No entry required

- Balance unpaid at project end date – Amount of unreleased monies at the project end date

- Balance unpaid as of (current date) – Amount of unreleased project monies to date

- Cash on Hand – Enter cash on hand

- Interest Earned – Enter amount

- Other – Enter amount not included in cash on hand or interest

- Comments/Explanation of "Other" Funds – Entry required only if an amount is entered in "Other" (Example of other funds: Prior year (same grant) refunds or other same-grant monies discovered through audit, or refund of capital outlay…)

- *Save page*

    c. Expenditure Page – report actual expenditures

- Enter the actual expenditure amounts to the penny

- Transfer over expenditures and unauthorized expenditures to local funds

- Indirect Cost may not be exceeded by even one penny (round down). Indirect cost cannot exceed the rate times the project subtotal of actual expenditures (excluding capital outlay) unless more stringent grant limits exist

- *Save page*

  d. Over/Unauthorized Expenditures Description Page

- Enter valid description explaining the purpose of over/unauthorized expenditure(s)

- *Save page*

  e. Capital Outlay Page

- Enter data in Quantity, Cost per Unit, Description of Item, and Purpose

- Add 5 more rows, as appropriate

- Grant Total must equal amount budgeted to capital before report can be submitted

- *Save page*

  f. Supplemental Data Page(s) – Enter response to program specific questions, if applicable

6) Summary & Submit – if all pages are completed correctly, click this hyperlink to view Summary

7) Print and Submit – Print Summary by placing mouse cursor directly over the Summary, right click the mouse and choose Print from the menu (for your records)

8) Completion Report Receipt – Print the receipt and keep with records

9) Be sure to submit any additional hardcopy narratives or other programmatic requirements. Check the Completion Report Downloads section on the Grants Management homepage

January 2013

Arizona
Department of Education